Email Signature With Montgomery College's 75th Anniversary Logo

Microsoft Outlook and Outlook for Microsoft Office 365



Email Signature Format

Email signatures with the anniversary logo should only be used **during the observance of the College's anniversary from** September 16, 2021, to June 30, 2022.

On-Campus Location



Off-Campus Location

First and Last Name Title Name of College Department, Office, or Unit Name		John Smith Office Associate Montgomery College Office of Communications
Street Address and Suite or Floor Number City, State, and Zip Code	\rightarrow	9221 Corporate Boulevard, 4th Floor Rockville, MD 20850
Phone Number Fax Number (optional) Mobile Number (optional) Email Address		Phone: 240-567-0000 Fax: 240-567-0000 Mobile: 240-567-0000 john.smith@montgomerycollege.edu
Montgomery College 75th Anniversary Left Aligned Logo With Tagline		COLLEGE CELEBRATING 75 YEARS 1946 • 2021
Confidentiality Clause (if required)		If required, place your department's confidentiality clause here.

Create an Email Signature in Microsoft Outlook

In Microsoft Word, open the email signature template file with the insertion link for the anniversary logo. Open Microsoft Outlook.

Step 2

In Microsoft Outlook, click on "File."



Step 3

Click on "Options."



Email Signature: Microsoft Outlook

Step 4

Click on "Mail."

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General	General options for working with Outlook.
Mail	
Mendar	User Interface options
People	✓ Show <u>M</u> ini Toolbar on selection ^①
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Step 5

Click on "Signatures."

Create or modify signatures for messages.	\longrightarrow	Signatures

Step 6

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Click on "New" to create a new email signature. Enter the name for your email signature and click on "OK."

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N	w messages: (none)
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Montgomery College	
Office of Communications	
9221 Corporate Boulevard	
Rockville, MD 20850	
Phone: 240-567-5000	
mc.raptor@montgomerycollege.edu	_

Go to the email signature template file in Microsoft Word. Highlight the pre-formatted email signature. Press "Control + C" on your keyboard to copy it.



Return to Microsoft Outlook. Paste the email signature into the "Edit Signature" text field by pressing "Control + V" on your keyboard.

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Montgomery College			_
Department or Office Name			
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(Optional) Fax: 240-567-0000			
(Optional) Mobile: 240-567-0000			-
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Edit the your email signature's contact information. Do not enter your email address. You will do this in Step 10.

Step 10

Highlight "Insert Email Address Here" and enter your email address. Press the "Enter" key once to create one line space in between your email address and "Insert Anniversary Logo Here." Your email address should now be underlined.

Trail and the same	Choose default signature	
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Arrial Il B I II Phone: 240-567-0000 Optional) Fax: 240-567-0000 Optional) Mobile: 240-567-0000 Optional) Mobile: 240-567-0000 Inc.raptor@montgomerycollege.edu Insert Anniversary Logo Here Image: Confidentiality confidentiali	Iause on all outgoing emails, place v	Business Card

Highlight "Insert Anniversary Logo Here." Click on the "Insert Picture" icon.

	Choose default signatur	e
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	Replies/forwards: (no	one)
Delete New Save	Rename	
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Phone: 240-567-0000 (Optional) Fax: 240-567-0000 (Optional) Mobile: 240-567-0000 mc.raptor@montgomerycollege.edu		1
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Phone: 240-567-0000 (Optional) Fax: 240-567-0000 (Optional) Mobile: 240-567-0000 mc.raptor@montgomerycollege.edu Insert Anniversary Logo Here		
Phone: 240-567-0000 (Optional) Fax: 240-567-0000 (Optional) Mobile: 240-567-0000 mc.raptor@montgomerycollege.edu Insert Anniversary Logo Here	iality clause on all outgoing emails, pla	ce your department's

Return to the email signature template in Microsoft Word. Highlight the anniversary logo insertion link provided and copy it by pressing "Control + C" on your keyboard. The link that you should highlight and copy appears below:

https://media.montgomerycollege.edu/communications/creativeservices_website/mc75th_logos_page/assets/ MC75thLogo_Outlook.png

In Microsoft Outook, go to "File name" and paste in the link by pressing "Control + V" on your keyboard.

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	Tools • Insert • Cancel

Click on the arrow next to "Insert" and select "Link to File" to insert the anniversary logo. Please note that it may take several seconds before the logo appears in your email signature.

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Optional) Mobile: 240-567-0000			
nc.raptor@montgomerycollege.edu			1
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Step 14

Click on "Save" to save your email signature.

Create an Email Signature in Outlook for Microsoft Office 365

In Microsoft Word, open the email signature template file with the insertion link for the anniversary logo. Log into MyMC and log into Outlook for Office 365.

Step 2

Click on the gear icon located in the upper right corner. Go to and click on "View all Outlook Settings."

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In the "Settings" menu, click on "Mail" and then "Compose and reply."



Go to the email signature template open in Microsoft Word.

Step 5

Highlight the pre-formatted email signature. Press "Control + C" on your keyboard to copy it.



Return to Microsoft Outlook. Paste the email signature into the "Email Signature" text field by pressing "Control + V" on your keyboard.



Step 7

Edit the your email signature's contact information. Do not enter your email address. You will do this in Step 8.

Highlight "Insert Email Address Here" and enter your email address. Press the "Enter" key once to create one line space in between your email address and "Insert Anniversary Logo Here."

Compose and reply
Email signature Create a signature that will be automatically added to your email messages.
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 Automatically include my signature on new messages that I compose Automatically include my signature on messages I forward or reply to

Email Signature: Outlook for Microsoft Office 365

Step 9

Highlight "Insert Anniversary Logo Here." Click on the "Insert Picture" icon.

Compose and reply
Email signature
Create a signature that will be automatically added to your email messages. $\blacksquare \iff A A^\circ B I \bigsqcup \measuredangle A \coloneqq \blacksquare \leftarrow \blacksquare \rightarrow \equiv \\ 51 \text{ Mannakee Street MT 000}$
Rockville, MD 20850 Phone: 240-567-0000 (Optional) Fax: 240-567-0000 (Optional) Mobile: 240-567-0000
Insert Anniversary Logo Here
Automatically include my signature on new messages that I compose Automatically include my signature on messages I forward or reply to

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In Outlook for Microsoft Office 365, go to "File name" and paste in the link by pressing "Control + V" on your keyboard. Click on "Open". Please note that it may take several seconds before Montgomery College's logo appears in your email signature. Click on "Save" to save your email signature.

name: https://media.montgomerycollege.edu/communications/creativeservices_website/mc75th_logos_page/assets/MC75thLogo_Outlook.png 🗲 Den	Cancel
Compose and reply	
Email signature	
Create a signature that will be automatically added to your email messages.	
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Phone: 240-567-0000 (Optional) Fax: 240-567-0000 (Optional) Mobile: 240-567-0000 mc.raptor@montgomerycollege.edu	
CELEBRATING 75 YEARS 1946 • 2021	
Automatically include my signature on new messages that I compose Automatically include my signature on messages I forward or reply to	